

This letter is to remind you to be vigilant in protecting your property and vehicles. In recent weeks there has been a rash of juveniles loitering and prowling on car lots, both during and after business hours. There also have been several vehicles stolen off of car lots throughout the City. This Department will be increasing patrols in the area and with your cooperation we hope to decrease the opportunity for these juveniles to commit further crimes.

I would like for us to continue our efforts in preventing these vehicle thefts from your car dealership. I would offer the same preventive measures to you and your company to take into consideration in order to combat the theft of vehicles from your lot.

1. Lock the keys to your vehicles in a secure location not in public view or accessible to the public.
2. Never leave keys to your vehicles unattended or lying on a desk.
3. Be aware of juveniles riding bicycles or walking around your lots or asking to use the bathroom.
4. Never allow customers to test drive your vehicles alone.
5. Never let a customer take possession of your vehicle prior to a completed transaction and contract.
6. Always check that your vehicles are locked at the close of business.
7. Call the Police if you suspect any suspicious persons on your lot.
8. Do not leave keys in vehicles that are in for service, for detail, or for body work.
9. Do not leave keys in vehicles that were just unloaded from a carrier or to be loaded onto a carrier or vehicles to be picked up for transport.
10. Do not use the key lock boxes on vehicle windows.
11. Do not leave dealer tags on vehicles
12. Do not release vehicles with payment from a post dated check, third party check, out of state check, or any check suspicious in appearance or origin.